



# COLORADO RIVER INDIAN TRIBES

## Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

**MAY 07, 2012**

**#14-12**

### VACANCY RE-ANNOUNCEMENT

**DEPARTMENT:** DEPARTMENT OF REVENUE AND FINANCE  
**POSITION:** DIRECTOR (FLSA EXEMPT POSITION)  
**SALARY:** D.O.E.  
**CLOSING DATE:** OPEN UNTIL FILLED

The Director of Revenue and Finance shall administer and enforce the tax revenue laws of the Tribes and perform such other duties as may be assigned to the Director by law, regulation and the Tribal Council. The day-to-day direction, operation, management, control, and supervision of the Revenue and Finance Department shall be the responsibility of the Director who shall be appointed by the Tribal Council. The Director shall be subject to the general personnel policies of the Tribe except to the extent those policies expressly conflict with the Taxation Code of the Colorado River Indian Tribes, in which case the Taxation Code will apply.

#### DUTIES:

Subject to the overriding supervision, direction and authority of the Tribal Council the Director shall:

- A. Exercise the day-to-day direction, operation, management, control, and supervision of the Department of Revenue and Finance;
- B. Administer and enforce the Business and Profession Code and tax revenue laws of the Tribe;
- C. Perform duties expressly delegated to the Director under the terms of the Taxation, Business and Profession, and Health and Safety Codes;
- D. To promulgate such administrative regulations as are reasonably necessary to carry out the orderly performance of the powers, responsibilities and duties of the Department, subject to the approval of Tribal Council;
- E. Prepare and submit timely reports to the Tribal Treasurer and the Tribal Council as required by applicable laws and regulations of the Tribe as well as by the directive of the Tribal Council; and
- F. To advise and make recommendations to the Tribal Council on tax matters, including, but not limited to, the adoption of taxes, the setting of tax rates, and additions to or amendments of the Business and Profession Code and tax revenue laws of the Tribe.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Finance or Accounting;
- Five years' experience directing, implementing and/or enforcing tribal, municipal, state or federal taxation programs;
- Five years supervisory management experience;
- Computer literacy including extensive experience utilizing Microsoft Excel and database software such as Microsoft Access;
- Strong written and verbal communication skills, including a demonstrated ability to interact with the public;
- Significant experience generating clear and comprehensive financial reports;
- Demonstrated ability to work well with others in an often stressful, high-volume work environment;
- No previous convictions, felony, misdemeanor or otherwise, by any jurisdiction involving fraud, theft or dishonesty;
- No history of tax delinquency on any tribal, municipal, state, or federal tax;
- Successful completion of background investigation and credit check: and
- Current Arizona or California Driver's License.

**PREFERRED QUALIFICATIONS:**

- Licensed Certified Public Accountant;
- Ten years' experience directing, implementing and/or enforcing tribal, municipal, state or federal taxation programs;
- Ten years supervisory management experience;
- Five years' experience conducting tax audits; and
- Experience developing and implementing tax-related databases.

**APPLY:**

**C.R.I.T. HUMAN RESOURCES DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**FOR EMPLOYMENT APPLICATION VISIT: <http://crit-nsn.gov>**

**INDIAN PREFERENCE:** Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**CRIT OFFERS:** Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.